

## Sewee Center Volunteer Job Description

<b>Station Name</b>	<b>Sewee Visitor and Environmental Education Center/Cape Romain NWR, Francis Marion NF</b>
<b>Job Title</b>	<b>Visitor Services Volunteer</b>
<b>Qualifications</b>	Willingness to become knowledgeable about the ecosystems of the Cape Romain NWR and Francis Marion NF. Willingness to become familiar with the refuge and forest management programs. Good interpersonal and communications skills and desire to work with the public. Willingness to assist staff with center and offsite projects and events. Ability to learn to operate phone system, cash register, and credit card, copier, fax and lamination machines. Ability to learn to operate audio-visual equipment in exhibit hall and auditorium. Physical ability to stand and/or sit for extended periods of time. Must have the physical mobility to access all areas of Center. Must possess a valid state driver's license.
<b>Duties and Responsibilities</b>	Assist in daily operations of the visitor center to include: turn on lights and audio-visual equipment in exhibit hall and auditorium; unlock and lock doors; assist staff in counting money for cash drawer and filling out sales forms to open and close store; stock supplies in book store; and operate cash register and credit card machine. Stock all information racks and holders at reception area. Operate phone system to include: answer phone inquiries; transfer incoming calls for staff; transfer calls to voice mail and check front desk phone messages. Greet visitors and provide accurate information and materials. Keep staff informed of supplies, brochures, and needed change for cash drawer. Assist staff as needed with various projects to include: inventory brochures and other materials; compile information and education packets; maintain adequate supply of forest trail and camping handouts in racks and make copies as needed. Assist staff in manning offsite exhibits and information booths as schedule permits.
<b>Time commitment</b>	Determined by Availability